

How to Upload a Document to Google Docs

1. Create your AWC in Word (or a similar program). Make sure to follow proper formatting of margins, indents, spacing, etc. as noted on the “tip sheet” on the MLA wiki page.
2. Save the doc to a folder on your computer’s hard drive. You will need to remember where you saved it so that you can find it in order to upload it. If it is easier, you save it on your desktop.
3. Go to your student e-mail account and log on. See your teacher for your user name and password. At the top of the e-mail page, you will notice a “documents” link. Click on the “documents” link.
4. On the Documents page, you will notice two buttons: a create button and next to that, an icon with an arrow pointing up. This is the upload button. This is the button you need to use to upload your AWC from your computer to Google docs.
5. Click on the upload button. Google will ask you what you want to upload. Select “File” and look for the file (in the folder) or the location of your saved AWC on your computer’s hard drive.
6. Google docs will ask you about “upload settings.” It will ask if you want to convert your document to Google format. You do not want to do that. Make sure to uncheck the box that asks if you want to convert your document. You also do not want a pdf document, so make sure that box is also unchecked. Do check the “confirm” button after the other two boxes are unchecked.
7. After clicking “confirm”, click on the “start upload” button. You should then see your document uploaded to Google docs. You will now be able to edit your document in school.